MEAL COUNTING AND COLLECTION POLICY REQUIREMENTS

In order to illustrate that the collection and accountability procedures used at your facility, it must be evident that Federal Regulations are being followed. In order to submit a policy that can be approved it must adequately address the following areas:

1. Eligibility documentation:

    a) Approve applications (Individual Determination Forms- RCCI's) according to guidelines

    b) Download and maintain Direct Certification files on a monthly basis from the KDE website to identify D.C. students

    c) Obtain signed, dated lists from the Homeless/Migrant/Runaway/Headstart coordinators to directly certify students

    d) Keep an up to date benefit issuance roster

2. Collection procedures:

    a) How are payments collected for meals?

    b) What is the medium of exchange between the POS and the eligible students at meal service to identify that the meal is counted in the correct category? Are meal tickets used? Issued a number? Etc…

    c) The policy must include procedures describing the built in systems to accurately record the number of paid, reduced and free meals served. Accountability procedures should identify meals counted at a point of service in which eligibility by category is recorded, prevent overt identification, ensure appropriate counting and claiming of meals and have a system (process) for recording and updating student eligibility)

3. Point of Service

    a) There must be a point in which it is determine that the reimbursable meal was served prior to being counted for claiming. This is referred to as a point of service or POS. The POS must be in a location where a complete meal can be observed after the student is served a meal and before they are seated in the cafeteria.

    The POS procedures should ensure that meal pattern requirements were met, served to only eligible students, take counts by category, ensure only one reimbursable meal is counted per child per service and second meals are counted as extra.

    b) The point of service should have a copy of the up to date roster even if a manual system is not used for instances of power failure, clarification when needed, etc…

c) Have a method for recording non-reimbursable meals that distinguishes them from reimbursable meals

d) May identify if offer vs. serve is used and the name of the computerized POS system used if applicable (if not identified in sponsor application in CNIPS). Ensure that the staff at the point of service has been trained on the requirements of a reimbursable meal for the age/grade groups served. Ensure there is a trained back up cashier in case of illness or other issues.

e) Identify the procedures for any place other than the cafeteria that meals are served and counted for reimbursement. If meals are served in classrooms, other areas in the building and on field trips.

4. Reports:

a) The number of meals claimed are counted daily (in writing) by category and meal type for meals to be claimed. Ensure ease of reading for performing daily and monthly edit checks and for consolidating daily counts into a monthly claim.

b) Identify how the reports are compiled whether they are done manually, computer (name of system) or tracked on excel sheet.

5. Claim for reimbursement:

a) Monthly edit check is performed once the daily meal counts by category are consolidated to monthly numbers and second partied to ensure accuracy.

b) Submitted monthly

6. Internal Controls:

a) On site monitor review to be completed by February 1st (Not on the same day by the same staff person).

b) The totals for each day's meal counts must be checked for accuracy and second partied.

c) A daily edit check is performed for each meal service by comparing actual counts by category to the number of eligible by category times (x) an attendance factor for each school site in CNIPS.

7. Include other applicable policies or procedures for lost ID's, meal tickets, etc…; visiting or new students, etc…